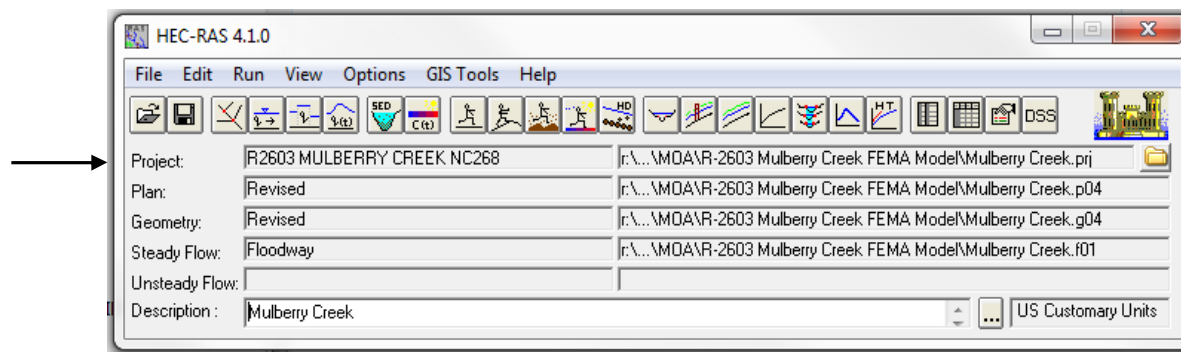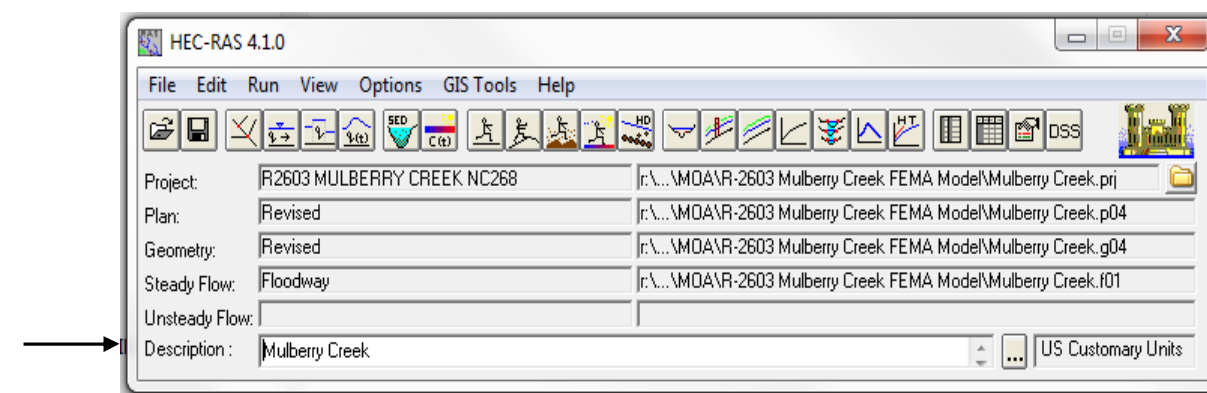# HEC-RAS File and MOA Project File Nomenclature

HEC-RAS Model Files

In an effort to improve the file organization and description of our models, the following HEC-RAS File Nomenclature should be utilized.

- The Project Title should contain the respective Project ID Number, the name of the stream or creek, and the Route Number.

- The Project Description should remain the same as reflected in the model received from FEMA or NC Floodplain Mapping.

- Flow profile names should be: 10yr, 25yr, 50yr, 100yr, 100yr_FW (floodway), Fut10*, Fut20*, FutUlt* (as applicable). *Refers to 10% impervious, 20% impervious, and ultimate future conditions build-out, respectively.

- The Plan and Geometry Files should be named according to the data reflected in the files; Duplicate Effective, Corrected Effective, Existing or Revised.

    Duplicate Effective: Use only the term ***Duplicate Effective*** for the Plan and Geometry that reflects the effective information received from the regulating agency. As defined by FEMA, these files should be a copy of the hydraulic analysis used in the effective FIS, also known as the effective model. When we run the copy of the effective model on our computers in an effort to duplicate or match the published information, the respective Plan and Geometry should be labeled ***Duplicate Effective***. (Note: In floodway runs, the encroachment Method 1 should be used. If other methods used in the effective model, change to Method 1, and insert the exact encroachment stations from the Effective model output into Duplicate Effective model.)

Corrected Effective: When we add any additional cross sections, correct any errors, or incorporate more detailed topographic information in the Duplicate Effective Model, we should save this Plan and Geometry as ***Corrected Effective***. (This would include coding in bridge rail if not shown in the effective model. For guidance, please refer to the document entitled "Bridge Rail Modeling Guidelines in HEC RAS" on our web page).

Existing: If man-made topographical changes have occurred within the floodplain since the date of the Effective model but prior to the construction of the project for which the revision is being requested, we should incorporate these changes in a Plan and Geometry File labeled as ***Existing***. In most cases, an ***Existing Model*** will not be applicable. (Note: For MOA submittals, such changes may be included in the Corrected Effective model without need for an Existing model. However, some situations may warrant the inclusion of an Existing model for clarity.)

Revised: When we add our proposed structure and roadway features to the Corrected Effective Model, we should save this Plan and Geometry as ***Revised***.

MOA Project and File Naming Conventions

It is important that consistent file names be used for MOA submittal documents and folders.

- Projects should be labeled using the following convention:

  MOA Project = ProjectID_ StructureID
  where,
  > **ProjectID** = Assigned project TIP, SF, BD, etc. DO NOT use a WBS Number.

  > **StructureID** = Existing structure number. If number is not assigned then assign identifiers to the structures such as B01, B02, C01, C02, etc. The Structure ID is not required for projects with the structure number as part of the Project ID.

  Additional Considerations:
  > If more than one bridge corresponding to a single Project ID, (such as overflow structures or dual parallel bridges) just choose ONE of the bridges for the 6-digit bridge number designation in the Project ID, and note the other(s) included in remarks (in notes field in tracking database, in MOA narrative, and on FEMA documentation form).

  Examples:
  - A State Funded project in Ashe County at bridge 300 would be labeled: SF-040300
  - Project B-3868 in Martin County at Bridge 117 would be labeled: B-3868_570117
  - Project R-2536 with three culverts with structure numbers not assigned would be labeled: R-2536_C01; R-2536_C02; R-2536_C03
  - Project R-4814 which has two existing bridges would be labeled: R-4814_810102; R-4814_810103;

- All <u>MOA forms</u> should have the **MOA Project** label included as part of the file name. Examples: B-3868_Narrative, B-3868_ Coordination Form, etc.
- The <u>Submitted MOA Folder</u> shall be labeled with the MOA Project label and date suffix (_*yyyymmdd*). If the submittal is a response to comments, the folder name should include "_Response" after the MOA Project label.